



1500 E. 17th Street
Santa Ana, CA 92706

714.988.277
www.ednovate.org

August 23, 2018

Dear Maria Moreno

On behalf of Ednovate, I am pleased to offer you a position as a **Office/Operations Assistant** at Legacy College Prep. We are thrilled that you will join our team in creating a positive multigenerational change in Santa Ana. We believe that the personal and professional growth we provide to our students and staff as we continue to grow locally is second to none. We are enthusiastic about the opportunity of having you join our team and supporting us in making our school vision a reality for all of our students. I am confident that based on your beliefs, values, and skills you will help us get there faster and will be an integral part of our team.

This letter provides written confirmation of Ednovate's offer of employment. The enclosure includes more information regarding the employment specifics offered to you. Your expected date of employment is on **Wednesday, August 29, 2018** and we would appreciate receiving a signed copy of this offer from you by **Friday, August 24, 2018**.

I would be delighted to answer any questions you may have about the school or the details of this offer. We look to the impact you will have on our students, our team and our community. We look forward to building the best high school in Santa Ana with you and making *PMC*.

Sincerely,

Evelyn Castro
Founding Principal
USC College Prep, Santa Ana Campus



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Terms of Offer: Office/Operation Assistant

Employee: Maria Moreno

The key elements of your compensation and benefits package include:

Salary. Your starting salary will be equivalent to \$17.50 per hour as a non-exempt employee and will be paid on the 15th and the final day of each month.

Salary Advancement. During your work with Legacy College Prep, you may be considered for salary increases on an annual basis as well as stipend opportunities that become available. We will meet at the end of first semester to discuss your performance for an opportunity for a mid-year increase.

Insurance Benefits. As a full-time employee, you are able to participate in our comprehensive health and wellness benefit program. Medical, dental, vision, life, short-term disability and long-term disability insurances are offered. Employees who choose to enroll in our medical, dental & vision plans may share in a small portion of the plan costs, while life, short-term, and long-term disability insurances are offered at no cost to employees. Employees can enroll in all insurance benefits the first of the month following 30 days of employment.

Retirement. As a full-time employee, you are eligible to participate in Ednovate's 403(b) retirement plan with employer matching. More information will be provided about how to participate once you join the team.

Work Schedule. As a year-round employee, you will earn 15 days of paid time off annually. Ednovate also honors 10 paid holidays per year as well as a 6 day paid blackout week in December. Please see our academic calendar and staff handbook for full details.

Background Check and Other Legal Requirements. The offer is contingent upon LiveScan background check clearance and a clear TB risk assessment or test, as well as receipt of required onboarding documents. To remain in compliance with federal immigration legislation, this offer is also contingent upon you providing us with your original authorizing documents and completing the I-9 before your start date.

At-Will Status. Your employment with Ednovate is at-will, meaning that either you or Ednovate can end the employment relationship at any time, with or without notice or cause. Neither this offer nor any other oral or written representations may be considered a contract of employment. Ednovate is the exclusive employer of employees and has sole responsibility for employment management, dismissal, and discipline of its employees.

To indicate your acceptance of this offer, please sign below and bring or send the original signed letter to Evelyn Castro at the address below.

Offer Accepted:

Signature

Date

8/25/2018

Printed Name

Maria S. Moreno